

1. GENERAL RULES

- 1.1.1. Residents will follow all laws, parole conditions, rules, procedures, schedules, and directions of staff while in the facility.
- 1.1.2. Residents will be where they are expected or assigned to be.
- 1.1.3. Residents may be subject to search, breathalyzer, and UA.
- 1.1.4. Residents will be responsible and respectful
- 1.1.5. Residents will be responsible for the cleanliness/care of themselves, personal items, rooms and center.
- 1.1.6. Residents will turn in all checks and money orders. In addition, residents will have no more than \$20 on their person and will have receipts for all purchases.
- 1.1.7. Residents are not to discriminate against other residents or staff or to use language or behavior in a manner that would imply prejudice or discrimination.
- 1.1.8. Residents must ask permission to leave common areas.
- 1.1.9. Residents will not use, have or control any drugs, alcohol or other substances such as drug related paraphernalia, medications, pills, etc...
- 1.1.10. Residents will not have contraband, including but not limited to drug related paraphernalia, medications, pills, weapons of any kind, reading material or media that is or could be rated PG 13 or above, tobacco in any form, matches, lighters, or rolling paper.
- 1.1.11. Residents will not have any medications, capsules, pills, etc on their person at any time during the residence at the center. Residents and/or families are not to purchase and/or bring into the center over the counter medication.
- 1.1.12. Residents will not have physical contact with each other or staff.
- 1.1.13. Residents will not be involved in any fight, altercation, assault, or threat.
- 1.1.14. Residents will not be in any bedroom except their own without staff permission.
- 1.1.15. Residents will not drive or have control of a motor vehicle at any time.
- 1.1.16. Residents will not have unauthorized contact between centers.
- 1.1.17. Residents will not have relationships with other residents of YTC.
- 1.1.18. Residents will not date anyone more than 1 year different in age.
- 1.1.19. Residents will not change their basic appearance while in residence at the center. Body piercing, self-mutilation, tattoos, nose rings, lip rings, and gauging are prohibited.

2. RESIDENT RESPONSIBILITIES

- 2.1.1. Residents have the responsibility of asking for medical and dental care when they need it.
- 2.1.2. Residents have the responsibility of conducting themselves properly during visits and community activities. This will include but not be limited to being respectful, not accepting or passing contraband, and not violating the law through the mail or otherwise.
- 2.1.3. Residents have the responsibility of maintaining their body, hair, and clothing in a clean and odor-free condition.
- 2.1.4. Residents have the responsibility of reporting any infringement of their rights to staff members of the facility.
- 2.1.5. Residents have the responsibility of following the grievance procedures in making any complaint and of reporting to the facility supervisors any action taken against them by other residents or staff because of their complaint.
- 2.1.6. Residents have the responsibility of starting an appeal and using the appeal procedures for any disciplinary action they feel has resulted in their being treated

unfairly. Refer to YTC 130-2, Residents Rights and Responsibilities and Grievance Process.

3. RESIDENT RIGHTS

- 3.1.1. Residents have the right to expect respectful, impartial, and fair treatment, and they will be addressed by name in a dignified conversational form.
- 3.1.2. Residents have the right to be informed of the rules, procedures, and schedules concerning the operation of the facility.
- 3.1.3. Residents have the right not to be subjected to corporal punishment, harassment, intimidation, threats, harm, assault, humiliation, or interference with the normal bodily functions of eating, sleeping, or bathroom functions by any other resident or staff person. They will be under the supervision and control of trained staff and/or trained volunteers only, not other residents.
- 3.1.4. Residents have the right not to be discriminated against because of race, national origin, color, creed, sex, sexual orientation, or physical handicap.
- 3.1.5. Residents have the right to participate in religious counseling on a voluntary basis. They will have access to clergy, spiritual advisors, publications, and related services that will allow them to adhere to their religious practices that do not threaten harm to others.
- 3.1.6. Residents have the right to nutritious meals, proper bedding, clean clothing, daily showers, toilet facilities, adequate lighting, proper ventilation for warmth and fresh air, and an overall safe environment maintained in compliance with state and local fire and safety laws and regulations.
- 3.1.7. Residents have the right to appropriate medical and dental treatment.
- 3.1.8. Residents have the right to regular visits with family and the right to send and receive uncensored mail when it does not interfere with therapeutic programming.
- 3.1.9. Residents have the right to wear personal clothing and wear their hair and facial hair in a reasonable style of their choosing as long as it does not pose health or safety problems and does not represent drugs, Satanism, inappropriate sexual behaviors, gang or delinquent behaviors, or any other objectionable representations identified by staff and/or community standards.
- 3.1.10. Residents have the right to possess items of jewelry that cannot be used to inflict bodily harm.
- 3.1.11. Residents have the right to participate in the facility and community and to meet their educational needs, subject to state and local laws concerning education. (clarify)
- 3.1.12. Residents have the right to participate in both indoor and outdoor recreation, on and off the facility grounds, subject to resident behaviors that might limit a particular activity.
- 3.1.13. Residents have the right not to participate in uncompensated work assignments unless the work is related to housekeeping or maintenance of the facility or community service work.
- 3.1.14. Residents have the right to report any problems or complaints they have while in the facility without fear of punishment.
- 3.1.15. Residents have the right to appeal any disciplinary measure taken against them for the violation of a facility rule and have the right to respond to the appeal in accordance with appeal procedures.
- 3.1.16. Residents have the right to have access to the courts
- 3.1.17. Residents have the right to have access to legal counsel.

4. PROCEDURES

4.1. Program Services

4.1.1. Food Service

- A. Special arrangements will be made to accommodate varied work schedules. All residents will be offered the opportunity for meals
- B. Breakfast will be served each morning at a time that is dependent on the resident's individual schedules.
- C. Lunch
 - 1. Residents attending school are **must remain** and eat lunch at school.
 - i. Provisions will be made for school lunches
 - 2. Residents not attending school will have lunch at the house on a self-serve basis
- D. Dinner
 - 1. Residents and staff will share a dinner each evening.
 - 2. Assigned residents will assist in the preparation and serving of the meal
 - 3. Appropriate table manners will be observed at the table
- E. Residents should stay out of designated refrigerators and freezers without staff permission

4.1.2. Resident Finance

- A. All cash, personal checks, money orders, tips and paychecks are to be turned in to staff
- B. Restitution, fines, house fines and other adjustments per case plan will be deducted at the time of check cashing.
- C. Residents will be allowed to spend 30 percent of their paycheck. The other 70 percent will be used to pay fines and fees and/or placed in youth savings accounts.
- D. Resident will be allowed \$20 on their person at any time, with an additional \$20 in lock-up. All other funds will be deposited in the bank
- E. Receipts will be turned in and kept on file for all purchases
- F. Staff will supervise expenditures and assist residents in budgeting and managing finances

4.2. Household Routine

4.2.1. Movement

- A. Residents will routinely remain in common areas during waking hours
- B. Bedtime/Wake up
 - 1. Bedtime
 - i. Residents must be in bed Sunday through Thursday by 10:00 PM with lights out by 10:30 PM and Friday, Saturday, and nights before holidays by 11:00 PM with lights out by 11:30
 - a. Summer schedule may vary due to resident summer activities, otherwise weekend/holiday schedules will be followed.
 - 2. Wake up
 - i. Residents are to be dressed when leaving their rooms
 - ii. Wake up times will be based upon the residents' schedule but will be no later than 10:00 AM. Exceptions will be made for residents that work alternative hours.

4.2.2. Property

- A. Resident Property
 - 1. A staff member and the resident will complete and sign an inventory of personal belongings upon intake to the center

2. Any items purchased or received during a resident stay at the center will be brought to staff to be added to inventory before being taken to rooms
 3. **Residents are not to exchange, trade, buy and sell, or borrow clothing or other personal items**
 - B. Center property
 1. Vehicles
 - i. **All passengers are to wear seat belts at all times**
 - ii. Vehicles should be treated with care at all times
 - a. No feet on dashboard, etc
 - b. No food or drink in the vehicles
 - c. Any messes should be cleaned up immediately
 2. Residents are to take proper care of center property furniture and equipment
 - i. Do not sit on arms, backs or other areas of furniture
 - ii. No shoes on the furniture
 - C. Rooms
 1. Each resident will be assigned a room or personal area
 - i. Furniture and equipment are assigned to each room or area and are not to be moved to other areas of the center.
 2. Linen and other needs will be available
 3. All beds must be neatly made at all times and contain:
 - i. Mattress cover or pad
 - ii. Bottom sheet
 - iii. Top sheet
 - iv. bedspread
 - v. Blankets as desired by the resident
 - vi. No more than two pillows
 - vii. Pillow cases
 4. Each resident will be responsible to keep their room neat, orderly and presentable
 - i. Rooms will be vacuumed or damp mopped each evening
 - ii. Bed linen will be changed each weekend
 - iii. All furniture will be moved, etc for heavy cleaning weekly
 - iv. All clothing/personal items will be neatly folded in drawers or hanging in closets at all times
 - D. All rooms, sleeping and personal areas are subject to random search at any time
- 4.2.3. Chores
- A. Each resident will be responsible for performing assigned chores as outlined on the detail list. Chores will be assigned based on constructive day activities, schedules, and availability.
 1. Staff on duty reserves the right to change and/or assign chores as needed
 - B. Yard work, snow shoveling or other details will be assigned as required
- 4.2.4. Laundry
- A. Each resident will be assigned a laundry day for personal laundry and will be expected to do their laundry on their assigned day.
 - B. Laundry should be done during the day for those who are home during that time. Otherwise, laundry is to be started so it can be finished by 9:00 PM
 - C. Residents should not check out until laundry is complete
 1. Special arrangements (alternate days, free days) may be made at the discretion of staff on duty
- 4.2.5. Sick days

- A. Residents will be encouraged to try to attend work , school or other assigned activity even if not feeling well
 - B. If a resident attempts constructive day assignment and can't make it, s/he will be allowed to come home
 - C. Residents who are too sick to attend school or work will be restricted to the facility for that day and may be required to stay in their room, except for meals, chores, and bathroom until the next morning.
- 4.2.6. Visitation
- A. Family members may visit residents at the center when appropriate.
 - 1. Immediate family only, unless by special arrangement
 - 2. Must call ahead, and have permission of staff on duty
 - B. Visiting hours
 - 1. Monday – Friday 6:30 PM – 8:00 PM
 - 2. Weekends by appointment
- 4.2.7. Telephone Usage
- A. All calls are limited to 5 minutes and must be approved by staff on duty.
 - B. Staff may limit calls at their discretion if they become excessive or disruptive to house routine
 - C. Personal phone call hours for residents are
 - 1. Monday through Friday 6:00 PM – 9:30 PM
 - 2. Weekends Noon – 9:30 PM
 - D. Long distance calls
 - 1. Limited to parents and grandparents only
 - i. Exceptions based on family circumstances may be made by the facility director, program manager, or CO IIs.
 - a. 1 call per week
 - 2. Calls will be dialed by staff if necessary.
 - 3. Phone cards will be allowed
- 4. Residents are not allowed to have or use cell phones or pagers**
- 4.2.8. Hygiene
- A. Residents must be dressed, and appropriate clothing is to be worn at all times when outside of bedrooms. Socks or shoes should be worn in the common areas
 - B. Each resident will be issued a hygiene kit upon arrival at the center
 - 1. Hygiene kits will include
 - i. Shampoo
 - ii. Toothbrush
 - iii. Toothpaste
 - iv. Soap
 - v. Comb
 - 2. Hygiene kits may also include
 - i. Lotions
 - ii. Cosmetics
 - iii. Conditioner
 - 3. Shaving cream and razors will be available, but not kept in individual kits. Disposable razors will be disposed of by staff after each use.
 - 4. Personal products, especially cologne, will be kept in central location
 - 5. Hygiene kits will be clearly labeled and kept in a central location. Staff will give them out and gather them back in.
 - C. Haircut appointments can be made through staff
 - 1. Residents will not cut their own or each other's hair, or shave heads

4.2.9. Media/Activities

- A. Chores must be completed before any activities
- B. All media – television, video, music/CD, computer games, MP3 players, etc must be rated no higher than PG 13 or equivalent
- C. Computers
 - 1. Schoolwork, letter writing and games are permitted uses of computer equipment
 - 2. Schoolwork will take precedence over other uses
 - 3. Inappropriate or rough use of the equipment, or typing inappropriate material will result in loss of computer privilege
- D. TV/VCR
 - 1. The remote control is to be used to operate the television or VCR at all times
 - 2. No TV during dinner time and chores.
- E. Music
 - 1. Personal players only
 - i. Must have and use headphones
 - ii. Use allowed in bedrooms and computer room only
 - iii. CD/Cassette players will be allowed but strictly accounted for and monitored.
 - iv. Youth is responsible for obtaining their own charging equipment. School and state equipment will not be used.
 - v. Under no circumstances will any file be copied to a transition center or school district computer.

4.3. Check outs

- 4.3.1. Residents desiring to check out must meet all checkout criteria
 - A. Be on appropriate level (see level system)
 - B. Have not used their allotment for the week (see level system)
 - C. Have not lost more than 100 points per day for the last 3 days
 - D. Checking out is appropriate based on case plan, and/or court order
 - E. Have permission from staff on duty
 - F. May not check out on
 - 1. Night scheduled for group
 - 2. Night scheduled to do laundry unless all laundry is complete
 - G. Have a specific, approved destination
 - H. Only one resident may check out to a specific residence or with a community member
 - I. Time out on a pass or check out is usually limited to 2 hours at a time to a staff approved location. Additional time by special arrangement only.
- 4.3.2. Family checkouts/visits
 - A. Residents on eligible level may check out with family under normal checkout guidelines and time frames
- 4.3.3. Home leaves/Overnight stays
 - A. Home leave/Overnight stay request must be submitted on a HOL form as soon as possible
 - 1. Approval from center administration and from primary parole officer is required
 - 2. Overnight stays are generally with family members only
- 4.3.4. Residents may attend church or religious services by making a request to staff at least one day in advance.
- 4.3.5. Transportation by private party approved by program manager or designee.

- A. Residents may only be transported to and from a specific destination
- B. Driver's license and proof of insurance is required and must be on file in residents' notebook
- C. Exceptions may be made only by the supervisory staff
- 4.3.6. Walks
 - A. Residents are allowed 5 minute walks with staff permission on approved routes only. Residents may check out for longer walks upon approval.
- 4.3.7. If a resident returns to their respective house and finds no staff that resident must report to the other house.
- 4.4. Evacuation Procedure**
 - 4.4.1.

5. DISCIPLINE

5.1. Discipline will be administered by a point system

- 5.1.1. Discipline Procedure
 - A. Consequences are given in the form of point deductions and will be progressive for repeated offenses
- 5.1.2. Incentives
 - A. May be earned for
 - 1. Extra chores/Assigned tasks
 - 2. School/work awards/recognition
 - 3. Special incentive programs
 - 4. Extra community service
 - 5. Meeting report card goals
 - 6. Meeting personal goals
 - B. Stars may be used for
 - 1. Consideration for level advance
 - 2. Extra checkout hours (2)
 - 3. Consideration for special requests such as restaurants, coffee, movies, family functions

6. THREE LEVEL SYSTEM

6.1. General Information

- 6.1.1. The purpose of the level system is to allow residents to receive increased privileges and responsibilities based upon positive behavior and accomplishments
- 6.1.2. The level system is designed to teach each resident how to
 - A. Behave in a manner that is socially, morally and lawfully acceptable
 - B. Handle the daily responsibilities required in life and take action to resolve personal problems
- 6.1.3. Actively participate in group functions to accomplish individual and group goals
 - A. Gain the ability to treat others with respect, courtesy and compassion, and resolve conflicts with others assertively
 - B. Gain problem solving skills
 - C. Gain independence skills
- 6.1.4. The level system consists of three regular levels and a disciplinary level. In addition, there is a provision for placement with Special Status. There are specific requirements for level retention and advancement at all levels
- 6.1.5. Level advancement beyond initial level placement will be by application
 - A. Resident will submit application to staff
 - 1. An advisory vote of staff will circulate to all center staff

- i. Staff will consider each area on the form
 - ii. A staff member will be assigned employer/school feedback
2. Information will be submitted to administrative staff for a final decision.

6.2. Special Status

- 6.2.1. Residents may be placed or accepted into the program on a Special Status Designation. The Program Director, Program Manager or Juvenile Parole will designate this status. Residents on Special Status will not be part of the regular level system, and restrictions/privileges will be indicated as a part of the special status designation. House arrest is one such designation

6.3. Disciplinary Level (DL)

- 6.3.1. This level is assigned by the Program Director or designee instead of detention or revocation for:

- A. Drug/alcohol use
- B. Absconding
- C. Major rule infractions
- D. Other infractions when assigned by the Program Director
- E. Loss of Level I

- 6.3.2. Privileges/Limitations

- A. Allowance up to \$4 per week
- B. May receive phone calls at staff discretion
- C. Staff supervised recreational activities as deemed appropriate for house routine and physical health
- D. Program activities will generally take part in school, treatment, work, and in-house activities
- E. Will generally be limited in participation in
 - 1. House or group outings
 - 2. TV and media use
 - 3. May be given additional quiet time in room, especially during the first 3 to 5 days of DL
 - 4. Complete thinking reports and additional pathways assignments and discussions as appropriate.
- F. May be assigned
 - 1. Additional community service
 - 2. Additional chores
 - 3. Additional homework or educational activities
- G. Research and writing on topics related to the offense

- 6.3.3. Level Advancement

- A. Time on level will be for a specified period
- B. Time off may be earned at the rate of one day for every three consecutive perfect point days
- C. One day may be taken off for every two stars earned.
- D. Upon successful completion of Disciplinary Level, Program Director and Program Manager will determine appropriate level.

6.4. Level 0

- 6.4.1. Expectations

- A. Learn and follow basic rules and procedures
- B. Follow staff instructions

- C. Demonstrate appropriate interactions with staff and peers with supervision/prompting
- D. Learn center address, phone number, and personal Social Security Number
- E. Begin case plan requirements (school, treatment, work, etc)
- F. Is responsible for chores, case plan requirements and personal responsibilities with prompting/assistance from staff
- G. Begin working on problem solving skills
- 6.4.2. Privileges/limitations
 - A. Allowance of up to \$5 per week
 - B. Staff supervised recreational outings
 - C. Eligible to earn additional privileges via the incentive program
- 6.4.3. Advancement
 - A. To advance from this level, residents must:
 1. Be on this level 7 days, beginning the day after arrival at the center
 2. Constructive Day/Program Hours

6.5. Level I

- 6.5.1. Expectation
 - A. Follow rules with supervision
 - B. Follow staff instructions
 - C. Demonstrates appropriate interactions with staff and peers with some supervision/prompting
 - D. Demonstrate progress with case plan requirements (e.g. school, treatment, work)
 - E. Is responsible for chores, case plan requirements and personal responsibilities with prompting/assistance from staff
 - F. Assist staff in responsibility for appointments and commitments
 - G. Continue working on problem solving skills
- 6.5.2. Privileges/Limitations
 - A. Allowance up to \$7 per week
 - B. Checkout: Six hours per week to locations such as the library or gym approved by staff.
 - C. Eligible to earn additional privileges via the incentive program
 - D. Home Leaves/Family Passes: depending on Case Plan, Aftercare Agreement, Court Order additional family passes and time may be granted (after 45 days at the center).
- 6.5.3. Level Loss/Advancement
 - A. Loss
 1. Loss of 100 or more points for two consecutive days or three non-consecutive days will result in a loss of level.
 2. Loss of Level I results in a three days on Disciplinary Level
 - B. Advancement
 1. To advance from this level, resident must:
 - i. Be on Level I three weeks before applying for advancement
 - a. Must have 30 or more work, school, or treatment hours per week
 - b. Must meet expectations for Level
 2. Must apply for advancement (Form YTC 130-1 (A))

6.6. Level II

- 6.6.1. Expectations

- A. Follow program rules and procedures
 - B. Follow staff instructions
 - C. Demonstrates appropriate interactions with staff and peers with minimal supervision
 - D. Demonstrates ability to use staff as a resource
 - E. Demonstrate progress and responsibility in meeting case plan requirements (e.g. school, treatment, work)
 - F. Is responsible for chores, case plan requirements and personal responsibilities with minimal prompting/assistance from staff
 - G. Demonstrates responsibility for appointments and commitments
 - H. Demonstrates appropriate problem solving skills with some assistance from staff
- 6.6.2. Privileges/Limitations
- A. Allowance up to \$9 per week
 - B. Checkout/Community:
 - 1. Ten hours per week
 - 2. May check out to:
 - i. Movies
 - ii. Restaurant/coffee
 - iii. Approved parks
 - 3. May ride home from work/school, etc with friends with staff approval
 - i. Insurance/license information must be on file
 - 4. May sit on own or with friends on outings, at sporting events, etc (within staff line of sight)
 - C. Chores: Will do chores as needed
 - D. Home Leaves/Family Passes: depending on Case Plan, Aftercare Agreement, Court Order additional family passes and time may be granted
 - E. Eligible to earn additional privileges via the incentive program
- 6.6.3. Level Loss/Advancement
- A. Loss
 - 1. Loss of 100 or more points for two consecutive days or three non-consecutive days will result in a loss of level
 - B. Advancement
 - 1. To advance from this level, residents must
 - i. Be on Level II for 3 weeks before applying for advancement
 - ii. Must have 30 or more hours of work, school, or treatment per week
 - 2. Must apply for advancement

6.7. Level III

- 6.7.1. Expectations
- A. Rules
 - 1. Can be depended upon to follow basic rules and procedures
 - B. Staff
 - 1. Follow staff instructions
 - 2. Demonstrates appropriate interactions with staff
 - C. Peers
 - 1. Demonstrates appropriate interactions with peers
 - 2. Exhibit role model behaviors
 - D. Case Plan

1. Demonstrate substantial progress in meeting case plan requirements (school, treatment, work, etc)
- E. Responsibilities
 1. Is responsible for chores, case plan requirements and personal responsibilities
 2. Initiates actions, assumes extra responsibilities as required
 3. Successfully assume responsibility for appointments and commitments
- F. Problem Solving
 1. Display self-initiated problem solving skills
- 6.7.2. Privileges/Limitations
 - A. Allowance up to \$11 per week
 - B. Checkout/Community:
 1. Twelve hours per week
 2. May check out to staff approved locations.
 3. May ride home from work/school, etc with friends with staff approval
 - i. Insurance/license information must be on file
 4. May sit on own or with friends on outings, at sporting events, etc (within staff line of sight)
 - C. Chores: Will do chores as needed
 - D. Home Leaves/Family Passes: depending on Case Plan, Aftercare Agreement, Court Order additional family passes and time may be granted
 - E. Eligible to earn additional privileges via the incentive program
 - F. Youth will be allowed to check out to designated convenient stores.
- 6.7.3. Level Loss
 - A. Loss
 1. Loss of 100 or more points for two consecutive days or three non-consecutive days will result in a loss of level